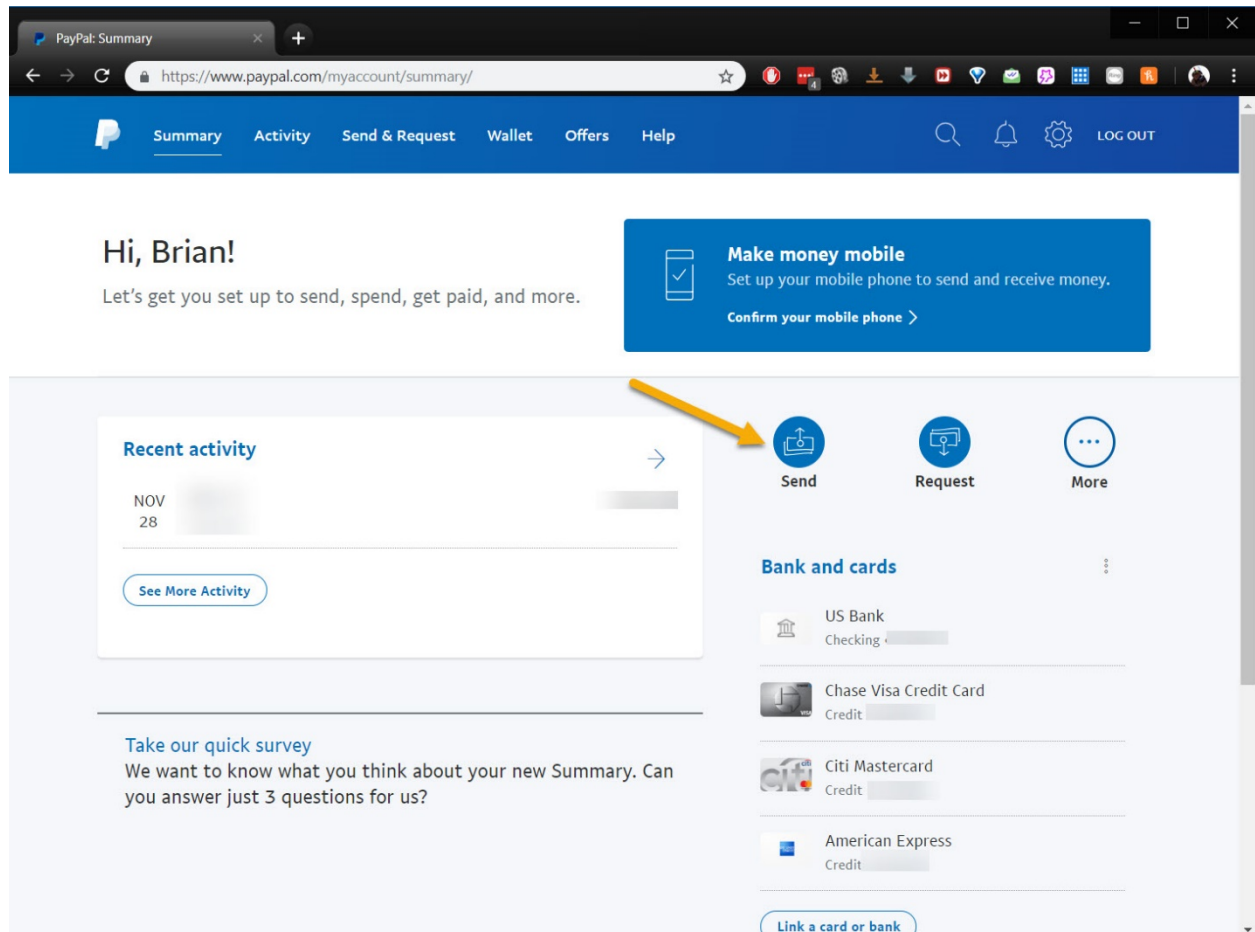


Troop 61 and PayPal

Instructions for using PayPal to pay for Troop 61 activities. These instructions were created using the web version of PayPal, but the activities and concepts are applicable to mobile, tablet, and other versions.

Making a payment with PayPal is a fast and simple way to pay for Scouting Activities – *as long as you follow these simple steps.*

- 1) Open your favorite browser (or application) and log into your PayPal account. Follow the Arrow and select 'Send'



- 2) PayPal will ask whom to send the money to. The Troop's e-mail address to send to is:
treasurer@troop61.com

PayPal: Send & Request

Summary Activity **Send & Request** Wallet Offers Help

Send Request Contacts More

Send money to

Name, email or number
treasurer@troop61.com

Next

How it works ?

Send money faster by importing your contacts from Gmail, Yahoo or Outlook.

We won't share your info with anyone.

Add Contacts

Send to friends abroad
The faster way to get money to friends and family across the globe.

Send an invoice
Customize, track, and send invoices.

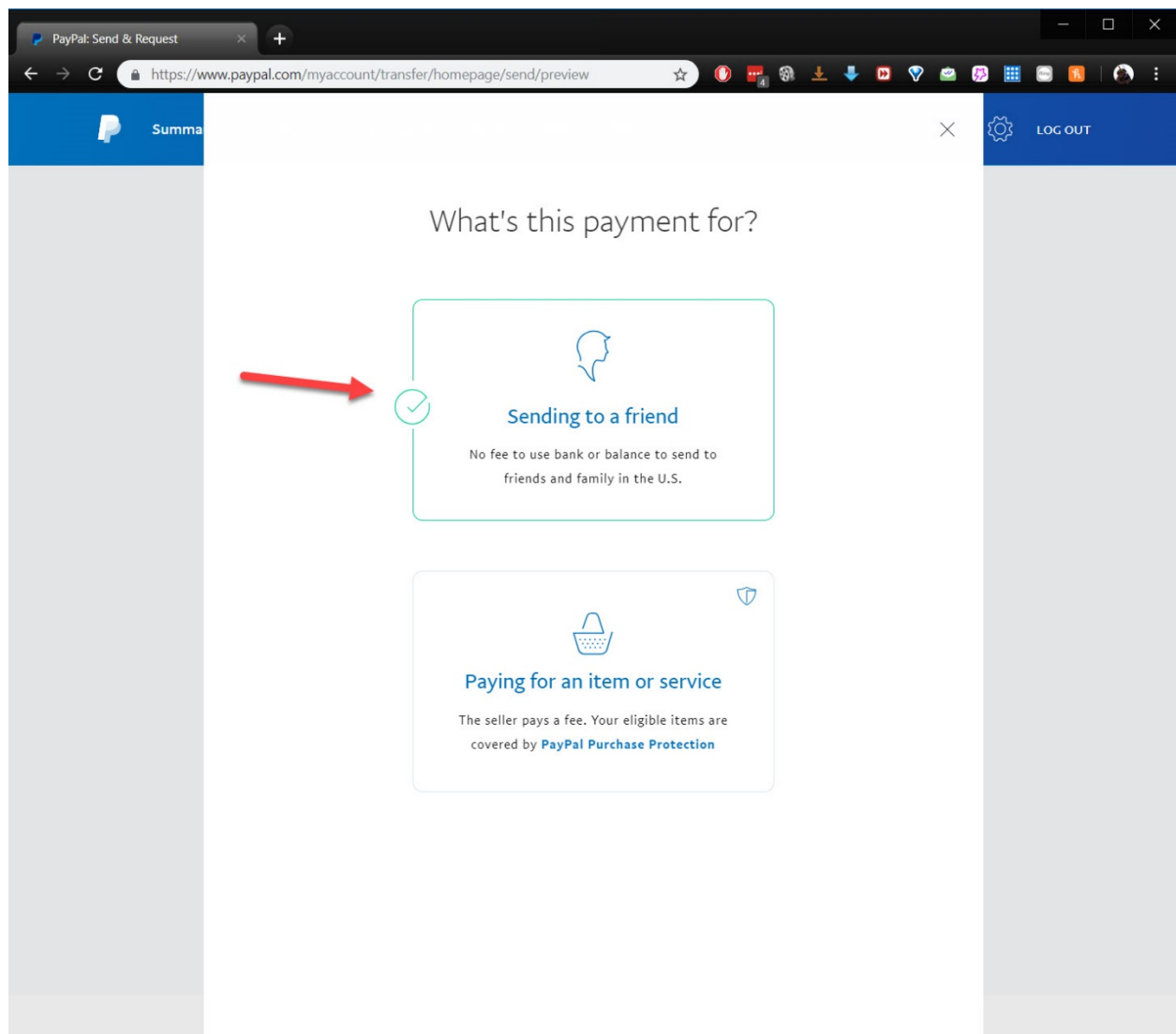
Send a digital gift card
Choose and personalize it with a message. The easiest way to make someone smile.

- 3) Step 3 is where some people have issues with the correct selections for payment. **Key thing to note – make sure “Sending To A Friend” is selected and NOT “Goods and Services”.** IF “Goods and Services” is selected the Troop incurs a 3.5% fee on your payment. When this occurs, we will charge that fee back to you and reduce it from your Scouts paper credit account or add it onto your next fees such as the next campout, registration, etc.

Make sure to enter the correct payment amount and to clearly note what the payment is for.

The screenshot shows the PayPal 'Send & Request' interface. The browser address bar displays 'https://www.paypal.com/myaccount/transfer/homepage/send/preview'. The top navigation bar includes 'Summary', 'Activity', 'Send & Request' (selected), 'Wallet', 'Offers', and 'Help'. The main content area shows a payment preview for 'treasurer@troop61.com' with an amount of '\$1.00' and currency 'USD'. Below the amount, two options are listed: 'Sending to a friend' (selected) and 'Paying For Campout'. A red arrow points to the '\$1.00' amount, another red arrow points to the 'Sending to a friend' option, and a third red arrow points to the 'Paying For Campout' option. At the bottom, there is a 'Continue' button and a 'Cancel' link. A link to 'View PayPal policies and your payment method rights.' is also present.

Again, make sure 'Sending to a friend' is selected --



- 4) Select your payment method. You can pay with a checking account transfer or with a Credit Card. Using the checking account transfer is fee free, whereas using a credit card incurs a variable service fee that gets added onto your end of the transaction. Use whatever is best applicable to your situation.

PayPal: Send & Request

https://www.paypal.com/myaccount/transfer/homepage/send/select

Summary Activity **Send & Request** Wallet Offers Help

How do you want to pay?

☒ US Bank Checking
Fee: \$0.00

☐ Chase Visa Credit Card
Credit
Fee: \$0.33

☐ American Express
Credit
Fee: \$0.33

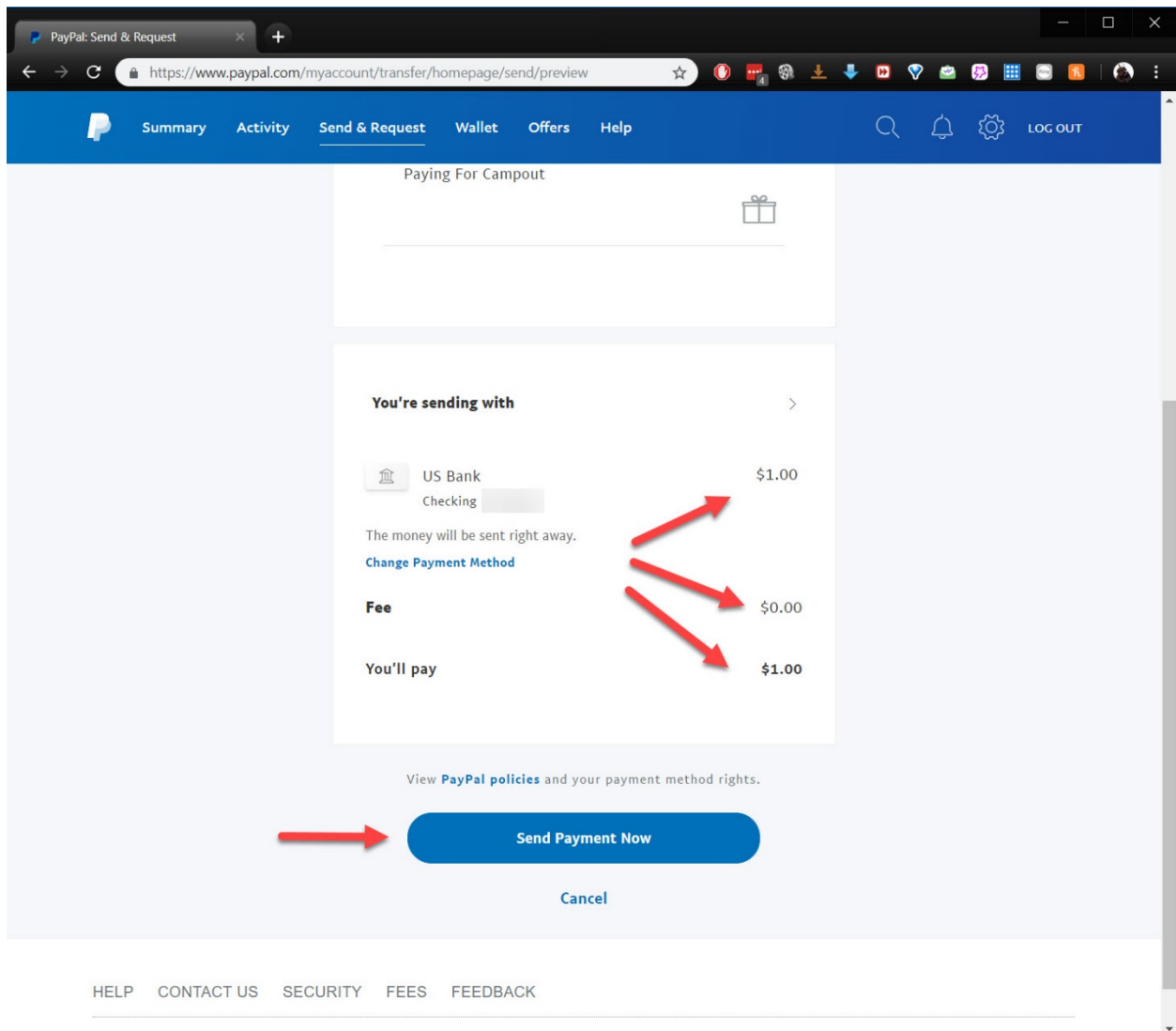
[Show More](#) [+ New Card](#)

Next

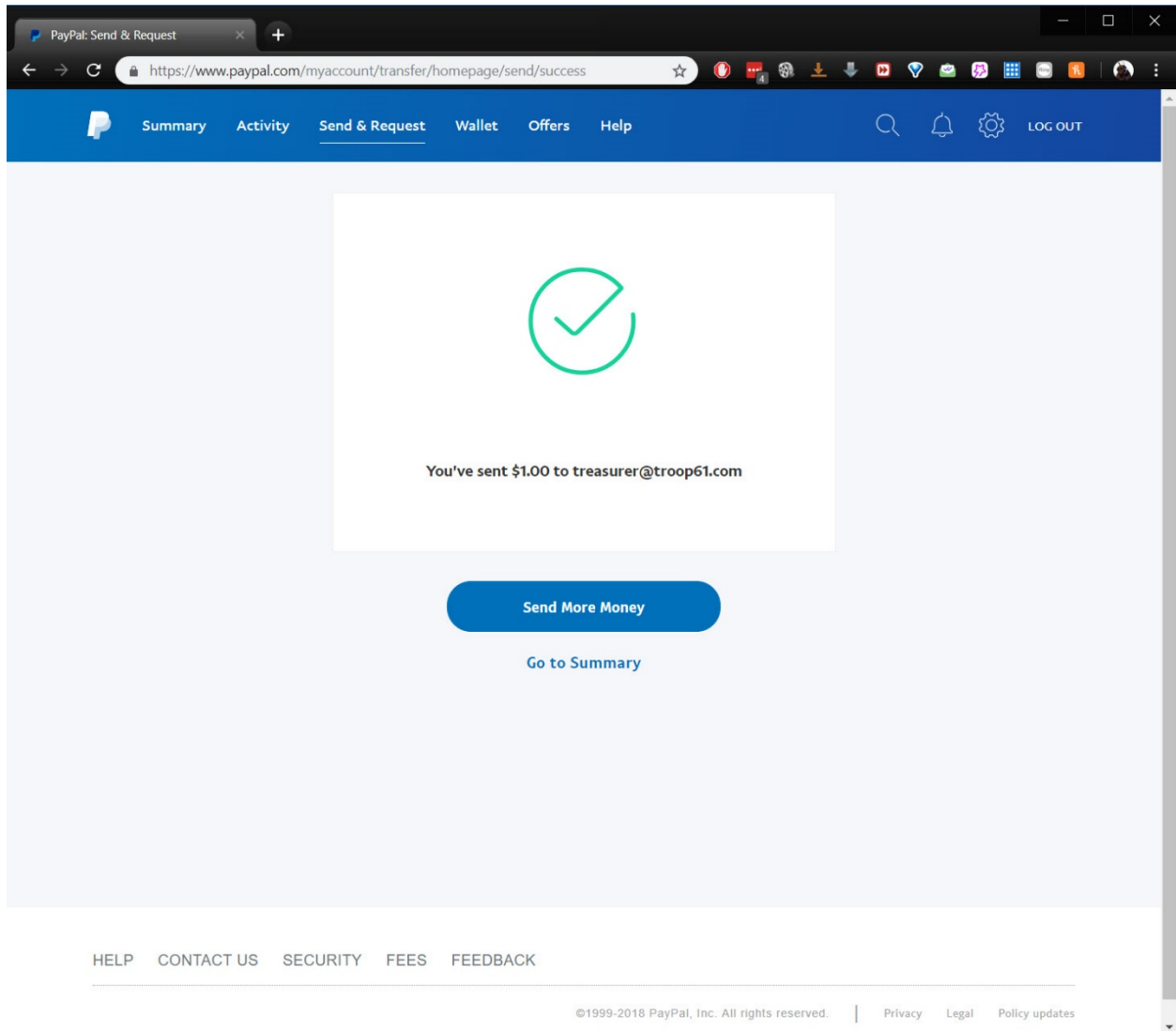
[Back](#)

HELP CONTACT US SECURITY FEES FEEDBACK

- 5) Double check your payment options and understand the fees you may incur and select “Send Payment Now”.




- 6) After your payment is made you should receive a confirmation e-mail as your receipt as well as a successful acknowledgement on the web page.



- 7) Here is a sample of an 'incorrect' submission where proper instructions weren't followed, and a service fee was assessed.

Transaction details

 **Print**

Payment received from [REDACTED]
December 1, 2018 at 4:24:52 PM CST
Payment Status: COMPLETED
Payment Type: Goods and Services

Transaction ID: [REDACTED]

Gross amount
\$81.00 USD

OK to ship to
[REDACTED]
[Ship](#) | [Add tracking info](#) | [Mark as shipped](#) |
[Print packing slip](#) | [Launch PayPal MultiOrder Shipping](#) |

Seller protection
Eligible
Eligible when you ...
Ship to the address on this page.
Save your tracking or shipping info.
Follow the [requirements for seller protection](#).

Payment details	
Gross Amount	\$81.00 USD
PayPal Fee	-\$2.65 USD
Net Amount	\$78.35 USD

[Issue a refund](#)

Paid by [REDACTED]

Payment Sent to treasurer@troop61.com

Note from [REDACTED] [REDACTED] Wreath Money

Need help?
Go to the [Resolution Center](#) for help with this transaction, to settle a dispute or to open a claim.